

Internal Auditing Training Course

Steritech's two-day Internal Auditing Training Course is designed to prepare a Food Safety Quality Assurance professional to develop, implement and execute a successful Audit Program and satisfy the SQF Standard training requirements.

REGISTER TODAY! CLASS SIZE IS LIMITED!

COURSE DETAILS	
Dates:	Tuesday & Wednesday, May 21-22, 2013
Time:	8:00 AM – 4:30 PM
Location:	The Steritech Institute® 7621 Little Avenue, Suite 500, Charlotte, NC 28226
Class Fee:	\$695 per person, includes copy of instructor's slides from presentations
Discount:	A 5% discount will be extended to any individual registering for multiple Steritech training classes. A 5% discount will be extended to two or more participants from the same company attending one course. The 5% discount will be taken off the course total at the time of registration, provided all registrations are received at the same time. Discounts cannot be combined.
Payment, Refund, Cancellation & Substitution Policies:	<ul style="list-style-type: none"> • Payment must be received prior to the start of the course. • Cancellation within 10 business days of course, a 50% refund will be issued. • Cancellation within 5 business days of course, no refund will be issued. • A substitute person can be sent at any time.
For more information:	Contact Audra Foreman, Client Support Administrator, audra.foreman@steritech.com or 219.613.8504

COURSE OUTLINE	
Day 1 8:00 AM – 5:00 PM	
<ul style="list-style-type: none"> • Define the audit process and its important components • Outline the various planning and preparation activities that have to precede the audit performance stage 	<ul style="list-style-type: none"> • Identify the various essential steps for performing a successful quality audit • Describe the importance of gathering objective evidence and the need to remain objective at all times
Day 2 8:00 AM – 4:00 PM	
<ul style="list-style-type: none"> • Identify the importance of ensuring that the report is accurate and that its content is appropriate and supportable by the evidence • Identify the correct steps in the processes of corrective action and root cause analysis 	<ul style="list-style-type: none"> • Describe the importance of selecting an audit team with the necessary training and certification
<p><i>On each day, there will be one morning and one afternoon break, as well as a brief lunch break. Lunch will be provided.</i></p>	

Complete this registration form and e-mail to audra.foreman@steritech.com, fax to 219.390.7470, or mail to Attn: Judy Porter, The Steritech Group, Inc. 7621 Little Avenue, Ste. 500, Charlotte NC 28226.

REGISTRATION FORM – INTERNAL AUDITING TRAINING COURSE May 21-22, 2013					
Name:					
Company:					
Street Address:					
City		State:		Zip:	
E-mail:					
Phone:		Fax:			
How did you hear about this seminar? <input type="checkbox"/> Steritech Marketing <input type="checkbox"/> Steritech Website <input type="checkbox"/> Colleague <input type="checkbox"/> Steritech Account Executive or Auditor (write in name below)				Promotion Code:	
PAYMENT INFORMATION					
Payment Method:					
<input type="checkbox"/> Check Enclosed		<input type="checkbox"/> Invoice (Purchase Order Required)		<input type="checkbox"/> Credit Card (<i>Circle One</i>) Visa AmEx MasterCard	
Card Number:					
Security Code:		Expiration Date:			
Name as It Appears on Credit Card:					
Customer Code: <i>(Business Credit Cards)</i>					
Credit Card Billing Address: <i>(If different from above)</i>					

HOTEL INFORMATION	
Springhill Suites Charlotte Ballantyne	12325 Johnston Road, Charlotte, NC 28277 704.817.1500 Steritech Rate: \$149.00
Residence Inn Charlotte Piper Glen	5115 Piper Station Drive, Charlotte, NC 28277 704.319.3900 Steritech Rate: \$139.00
Extended Stay America Charlotte-Pineville	10930 Park Road, Charlotte, NC 28226 704.341.0929 Steritech Rate: \$79.99